

WORK VAPOR

Job Link: <https://workvapor.in/jobs/office-assistant-data-entry-executive-12th-pass-job/>

OFFICE ASSISTANT/DATA ENTRY EXECUTIVE – 12TH PASS JOB

BASE SALARY

INR 20000 - INR 22000

DESCRIPTION

Company: Raj Master Impex

Location: Bangalore (Near Chickpet Metro Station)

Job Type: Full-time

Salary: ₹20,000 per month

Contact: WhatsApp – 9632520231

Job Overview

We are hiring a Data Entry Operator / Accounts Executive who will manage daily accounting entries, billing, and operational tasks. This role is suitable for freshers as well as candidates with basic accounting knowledge.

Key Responsibilities

- Generate invoices, purchase orders, and billing entries
- Maintain daily accounts using Tally or ERP software
- Record sales, purchases, and payment transactions
- Manage data entry work in Excel and prepare reports
- Coordinate with internal teams for order processing
- Maintain proper records and documentation
- Assist in GST billing and basic compliance

HIRING ORGANIZATION

Raj Master Impex

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Metro Station, Bangalore, India

? Remote work from: India

DATE POSTED

? March 19, 2026

- Update customer and supplier data

Eligibility Criteria

- Minimum qualification: 12th pass
- Basic knowledge of Tally, MS Excel, and MS Word
- Understanding of computer operations
- Basic accounting knowledge is a plus
- Good communication and organizational skills

Work Details & Requirements

- Working hours: 10:30 AM to 9:30 PM
- Responsible and disciplined work attitude
- Willingness to learn and handle multiple tasks
- Freshers can apply (experience is a plus)

How to Apply

Send your resume via WhatsApp: 9632520231

You can send your application to the given WhatsApp number.